



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361

IN REPLY REFER TO  
NAVAIRINST 4355.6A  
AIR-511  
15 Jul 1983

NAVAIR INSTRUCTION 4355.6A

From: Commander, Naval Air Systems Command  
To: Deputy Commanders, Assistant Commanders, Comptroller, Command  
Special Assistants, Designated Project Managers, Project  
Coordinators, and Office and Division Directors

Subj: Policies, responsibilities and procedures relating to the Board of  
Inspection and Survey involvement in naval aircraft acquisitions

Ref: (a) OPNAVINST 5420.70, Mission, organization and functions of the  
Board of Inspection and Survey  
(b) INSURVINST 13100.1B, Aircraft Service Acceptance Trials;  
procedures for (NOTAL)  
(c) NAVAIRINST 4330.16A, NAVAIR Field Contract Administration Manual  
(NOTAL)  
(d) OPNAVINST 3960.10A, Test and evaluation  
(e) OPNAVNOTE 5420 of 7 May 1983, Board of Inspection and Survey  
(BIS); Aircraft

Encl: (1) Definitions  
(2) Procedures for the Establishment and Coordination of the Board of  
Inspection and Survey Involvement in Naval Aircraft Acquisitions  
(3) Procedures and Responsibilities Assigned for Processing Yellow  
Sheet Reports and Aviation Board Reports

1. Purpose

a. Delineate the responsibilities of the Naval Air Systems Command Headquarters (NAVAIRSYSCOM HQ) personnel in relation to the planning, conduct, reporting, and actions to be taken in response to the results of the Board of Inspection and Survey (INSURV) involvement in the acquisition of naval aircraft weapon systems.

b. Establish the policies and procedures which shall govern the discharge of responsibilities.

2. Cancellation. This instruction cancels NAVAIR Instruction 4355.12 of 22 June 1972, NAVAIR Instruction 13100.7 of 2 July 1968, and supersedes NAVAIR Instruction 4355.6 of 21 November 1967. Since this is a major revision, changes have not been indicated.

3. Scope. This instruction is applicable to the acquisition of new naval aircraft weapon systems, procurement of off-the-shelf aircraft, or significant modifications to existing naval aircraft weapon systems for which INSURV involvement is or may be required.

15 Jul 1983

#### 4. Background

a. Reference (a) sets forth the mission and functions of INSURV. The conduct of trials is promulgated in reference (b). Reference (c) provides procedures for the cognizant government representative office in the processing of yellow sheet reports. Reference (d) presents policy and procedures governing test and evaluation in Navy acquisition programs. This instruction incorporates the provisions of reference (e) and is consistent with reference (d). Enclosure (1) provides definitions of terms commonly used in relation to INSURV involvement in naval aircraft acquisitions.

b. Previously, INSURV trials were conducted using one or more preproduction or representative production aircraft to accomplish initial trials phase and final trials phase. The responsibilities of INSURV in the development and acquisition or modification of aircraft have been realigned by reference (e). These responsibilities include reviewing all development test and evaluation (DT&E) reports, submitting independent technical assessments (ITA's) at major program decision points, submitting an independent assessment of readiness for operational evaluation and conducting and reporting on the final phase of the DT&E phase III (DT-III), which replaces the final trials phase. The Sub-Board of Inspection and Survey, Patuxent River, Maryland, is now called the Aviation Board, Patuxent River, Maryland.

c. Equally as important as the initiation, coordination, and support of the Aviation Board ITA's and final phase of DT-III is the action NAVAIRSYSCOM HQ takes in response to the reports and the deficiencies identified by the Aviation Board. The need to accurately assess and evaluate the acquisition of naval aircraft weapon systems dictates that the policies and functions of NAVAIRSYSCOM HQ in relation to the Aviation Board aircraft assessments and evaluations be developed and clearly expressed.

5. Policy. The policies of the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM), with respect to the Aviation Board's involvement in naval aircraft weapon systems acquisitions, are as follows:

a. The Aviation Board shall be officially notified and requested to participate during the early planning stages of those acquisition programs which will or may require the Aviation Board involvement. Plans will be developed utilizing information regarding the need, scope, and projected costs of the Aviation Board assessments and evaluations.

b. All new model designation aircraft, including new acquisitions, shall require the Aviation Board involvement.

c. All conversion in lieu of production (CILOP) and major aircraft modification programs, that do not result in a new model designation, which exceed the acquisition category III funding threshold should be reviewed jointly by COMNAVAIRSYSCOM and the President, Board of Inspection and Survey (PRESINSURV) to ascertain the applicability of the Aviation Board assessments and evaluations. If mutual agreement cannot be achieved, both agencies will present their positions, with rationale, to the Chief of Naval Operations (CNO) (Op-098) for resolution.

d. All programs not covered by paragraphs 5b and 5c above, in which there are significant operational changes, may include the requirement for involvement of the Aviation Board upon the mutual agreement of COMNAVAIRSYSCOM and PRESINSURV. If agreement cannot be achieved, both agencies will present their positions, with rationale, to CNO (Op-098) for resolution.

e. Acquisition plans for new model designation aircraft or major modifications to in-service aircraft, including CILOP, shall provide for support of the Aviation Board's involvement in the development process, including the Aviation Board's conduct of the final phase of DT-III. (See enclosure (1) for the definition of a major modification.)

f. Naval aircraft weapon systems used for the final phase of DT-III shall be production systems or representative production systems which include all planned capabilities and systems and in which the fixes for all major deficiencies identified earlier have been properly adjudicated.

g. A notification of readiness for the final phase of DT-III shall be issued by NAVAIRSYSCOM HQ when the requisite naval aircraft weapon systems (see paragraph 5f above) are available and the necessary contractor demonstrations, Navy preliminary evaluations (NPE's), Navy technical evaluations (NTE's) and the early phases of DT-III have demonstrated that the aircraft to be flown during the final phase of DT-III are representative production aircraft insofar as the tests to be performed are concerned and that the aircraft are supportable including spare parts, manuals, and Navy personnel training. The notification shall include any necessary flight envelope information or restrictions.

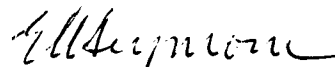
h. Each individual deficiency resulting from the NPE's, NTE's, Aviation Board ITA's and DT-III, which is reported as a yellow sheet, shall be expeditiously acted upon by the cognizant NAVAIRSYSCOM HQ project management team in order to effect prompt and definitive corrections in production and in-service aircraft. This team is chaired by the Assistant Project Manager (Systems and Engineering) and shall include representatives of NAVAIRSYSCOM HQ and other Navy activities as appropriate. The team shall take the appropriate action with the yellow sheet report and document its resolution.

6. Action. Addressees are responsible for compliance with the following procedures:

a. Provide for the establishment, coordination and deviation or waiver of the Aviation Board involvement in naval aircraft weapon systems acquisitions as set forth in enclosure (2).

b. Process yellow sheet reports and/or Aviation Board reports as prescribed in enclosure (3).

7. Reports. The reports contained in this instruction are exempt from reports control by reference (e).

  
E. R. SEYMOUR

Copy to: (See next page)

NAVAIRINST 4355.6A

15 Jul 1983

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SN DL: 24A; 26F; A3 (Op-09B18); C37B4; C37F3 (Morgantown (1 copy)); E3B; FA6; FB7; FF2; FKA1A (AIR-511 (10 copies), AIR-620, AIR-07D21 A/L (1 copy), AIR-7221 (10 copies), AIR-7221F (50 copies)); FKA6A1; FKM15; FKR1A; FKR2A; FKR2B; FKR3A; FKR3E; FKR4A; FKR7C; FKR7E; FR1; FR3; FT1; FT2; FT6; V5; V6

Stocked: Commanding Officer, Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120

15 Jul 1983

DEFINITIONS

1. Navy Preliminary Evaluations (NPE's). A series of technically oriented tests sponsored by the developing agency (DA) and conducted by Navy test activity personnel during the full-scale development phase of a project. Production prototype hardware is used to initiate and carry forward the performance and operational suitability assessments required during the full-scale development period. The purposes of the NPE's are as follows:

- a. To make an early determination of the mission potential and gross deficiencies of the naval aircraft weapon system for use in estimating the degree that contractual design and operational requirements are met.
- b. To highlight the need for, and to allow early correction of, design and support deficiencies.
- c. To evaluate changes incorporated to correct deficiencies.
- d. To evaluate supportability.

2. Aviation Board Independent Technical Assessments (ITA's). A series of technically oriented assessments of the naval aircraft weapon system and its development status to be submitted to the Chief of Naval Operations (CNO) and the Secretary of the Navy (SECNAV). These ITA's will be based on an examination of existing available data and will not involve additional independent testing by the Aviation Board.

3. Final Phase of Development Test and Evaluation (DT&E Phase III) (DT-III). The last phase of DT-III conducted after milestone III by the Aviation Board, utilizing production or representative production naval aircraft weapon system to complete the verification process outlined in reference (d) and to provide an independent evaluation of the naval aircraft weapon system which has all the specified capabilities and systems operating. The Aviation Board is to report the results of the final phase of DT-III to CNO and SECNAV.

4. Navy Technical Evaluation (NTE). A technically oriented test program sponsored by the DA and performed by government test agencies during the full-scale development phase of naval aircraft weapon systems. The major NTE, called TECHEVAL, is normally conducted at the end of DT-II. The purpose of the NTE is to validate the technical constraints (flight envelopes, handling qualities, safety, etc.) within which subsequent tests and evaluations are conducted and to identify whether the design meets the technical specification requirements. These tests are conducted using production prototype or pilot production hardware and are performed by and at a naval test activity. NTE results will be used as a basis for certification by the DA of readiness of a system for operational evaluation, and to support the production decision determination.

5. Yellow Sheet Report. A common type of report for DT&E problems prepared on yellow paper by a field test activity or a Board of Inspection and Survey activity in accordance with a standard format. These reports are issued by the cognizant activity as a means of recording and promulgating essential information on each individual deficiency in design, material, or workmanship which the tests reveal has caused or is likely to cause malfunction, failure

Enclosure (1)

NAVAIRINST 4355.6A  
15 Jul 1983

or unsatisfactory performance of the naval aircraft weapon system being evaluated.

6. Release of Aircraft for Flight (flight clearance). The action taken by the Air Vehicle Division (AIR-530) to formally delineate and promulgate the operational constraints which must be adhered to by Navy pilots while operating a particular new or significantly modified model of naval aircraft weapon system is referred to as release for flight. These constraints include the approved flight envelope and any other flight restrictions necessary to ensure operation of the aircraft at an acceptable level of risk to flight personnel and equipment.

7. Major Modification. Any modification to an aircraft weapon system is major if that modification will result in a significant alteration to the existing system; that is, any change in design or fabrication that substantively alters the operational characteristics, mission capability, performance characteristics, logistic supportability or other essential weapon system design attribute, such as reliability, maintainability, safety, survivability or vulnerability.

PROCEDURES FOR THE  
ESTABLISHMENT AND COORDINATION OF THE BOARD OF INSPECTION AND SURVEY  
INVOLVEMENT IN NAVAL AIRCRAFT ACQUISITIONS

1. Discussion. In order to ensure that the appropriate Navy test agencies are involved from the outset in the planning, coordination and execution of the required test and evaluation (T&E) phases of the acquisition process for a specific aircraft weapon system, it is essential that the Assistant Project Manager (APM) for T&E be involved. The procedures stated below for implementation of the policies set forth in this instruction and for coordinating the assistance to the Aviation Board, Patuxent River, Maryland, shall be followed.
2. Procedures for Establishing the Aviation Board Involvement. The cognizant Branch Head of the Systems Engineering Management Division (AIR-511), in coordination with the Project Manager/Project Coordinator, herein after referred to as the Acquisition Manager, and the APM for Logistics, are responsible for initiating the Aviation Board involvement process. This is accomplished through the APM for Systems and Engineering (S&E), who takes the following steps:
  - a. Request for Initial Aviation Board Planning Input. When the original Systems Concept Paper (SCP), Test and Evaluation Master Plan (TEMP), and other planning documents for a particular naval aircraft weapon system acquisition project are being prepared for presentation to the Defense Systems Acquisition Review Council or Navy Systems Acquisition Review Council at the milestone I decision point, the input of the Aviation Board shall be formally requested. Draft copies of the planning papers which require the Aviation Board planning input shall be forwarded to the Sub-Board of Inspection and Survey, Patuxent River, Maryland (SUBINSURV Patuxent River), along with that request. The SUBINSURV Patuxent River reply should be integrated into the SCP, TEMP and other appropriate acquisition planning documents. If Aviation Board involvement is determined to be unnecessary, the President, Board of Inspection and Survey (PRESINSURV) will so inform the Naval Air Systems Command Headquarters (NAVAIRSYSCOM HQ). In order to ensure continuous INSURV input to the acquisition project documentation, the Aviation Board shall be requested to provide inputs for the annual review and update of the SCP, TEMP and other appropriate planning documents.
  - b. Request for Aviation Board Budget Planning Input. When preparing the five year budget plan for any project which is known to or might require Aviation Board assessments and evaluations, the acquisition manager will so advise the Aviation Board in writing and request an estimate of the funding required, including supportability, to accomplish the anticipated Aviation Board involvement. The Aviation Board will respond by letter informing the acquisition manager of the yearly funding requirements for their involvement. These estimated costs, as negotiated between the acquisition manager and the Aviation Board, shall be integrated into the five year budget plan. Additionally, the Aviation Board shall be requested to review fiscal planning support for their involvement on a yearly basis and submit any updates for consideration. This procedure will assure the early identification of funds required for the Aviation Board and their integration in the annual budget submittal of the acquisition manager.

15 Jul 1983

c. Planned Program Notification. As soon as possible after issuance of a NAVAIRSYSCOM notice establishing the model designation for a new aircraft, or following the initiation of a program to effect a major change to an existing model, the APM(S&E) will prepare the formal notification to PRESINSURV, informing him of the planned program for acquisition of the naval aircraft. This step is a culmination of the earlier updates in which the Aviation Board has participated. Increased PRESINSURV participation in the planning for Aviation Board involvement will be requested at this time to ensure that acquisition documentation is accurate and remains current.

d. Issuance of NAVAIRSYSCOM HQ Establishment Letter for the Aviation Board Involvement. As soon as possible after issuance of the NAVAIRSYSCOM notice of a new aircraft model designation, or immediately following the planned program notification to PRESINSURV, the establishment letter for Aviation Board involvement shall be prepared by the APM(S&E). The Financial Programs Branch (AIR-5002) will provide the project number. The letter shall contain development test and evaluation (DT&E) reports availability, aircraft availability data, program T&E planning information, funding schedule and such other information as may be necessary or helpful to the detailed planning and accomplishment of the Aviation Board involvement in the acquisition program. The NAVAIRSYSCOM HQ project management team shall indicate its concurrence with the NAVAIRSYSCOM HQ establishment letter prior to signature by the Assistant Commander for Systems and Engineering (AIR-05). Exhibit 1 to this enclosure is to be used as a guide for preparing the Aviation Board involvement establishment letter.

e. Issuance of Aviation Board Support AIRTASK. Simultaneously with issuance of the NAVAIRSYSCOM HQ establishment letter for Aviation Board involvement, the APM(S&E) shall issue an AIRTASK assignment to the Commander, Naval Air Test Center (NAVAIRTESTCEN) for the Aviation Board's support of the naval aircraft weapon systems. Work unit assignments under that AIRTASK shall be issued on a timely basis as necessary to provide uninterrupted NAVAIRTESTCEN support of the Aviation Board for the duration of the Aviation Board involvement.

f. Review of Final Phase of DT&E Phase III (DT-III) Requirements. Approximately seven months before final phase of DT-III is scheduled to begin, the Aviation Board will issue a requirement letter which shall be reviewed by the APM(S&E). The assistance of NAVAIRSYSCOM HQ functional divisions in the Assistant Commander for Logistics/Fleet Support (AIR-04), the Assistant Commander for Systems and Engineering (AIR-05), and the Assistant Commander for Test and Evaluation (AIR-06) groups shall be solicited in this review process.

g. Notification of Program Status. At least two months before the final phase of DT-III is scheduled to begin, the APM(S&E) shall prepare a letter of notification to PRESINSURV informing him of the status of the program's T&E schedule. The availability of final phase DT-III aircraft, support equipment, support personnel, training support and adequacy of spares support shall also be discussed. This notification shall be coordinated with the NAVAIRSYSCOM HQ project management team prior to issuance.

h. Readiness for the Final Phase of DT-III. The APM(S&E) shall prepare a letter to PRESINSURV stating that the naval aircraft weapon systems to be



provided for the final phase of DT-III are representative production aircraft. This letter shall include a list of waivers and/or deviations to military specifications incorporated in the latest contract specifications or provide copies of these specifications and shall clearly state any known deviations that may exist in the configuration of the aircraft and shall identify the naval aircraft weapon systems to be used for the final phase of DT-III. The letter shall be signed by the Deputy Commander for Plans and Programs (AIR-01) or his designated representative two weeks prior to the start of the final phase of DT-III.

1. Release of Aircraft for Flight. At least one week before the final phase of DT-III begins, the Air Vehicle Division (AIR-530) shall provide the Aviation Board with a release for flight, including the operating limitations and/or flight restrictions to be observed. This release shall be addressed to SUBINSURV Patuxent River, with copies to NAVAIRTESTCEN and other field activities as appropriate.

3. Procedures for Coordination of Efforts during the Final Phase of DT-III. The final phase of DT-III is conducted at appropriate test activities in accordance with the Aviation Board test directives promulgated by reference (b). The designated test authority for the final phase of DT-III is the Aviation Board. Designated NAVAIRSYSCOM HQ personnel have specific responsibilities as indicated below to provide the needed support for the final phase in DT-III in coordination with the Aviation Board.

a. Technical Assistance. The APM(S&E) is the principle NAVAIRSYSCOM HQ representative for the technical aspects of the final phase of DT-III and shall coordinate the furnishing of flight envelopes, operating limitations and instructions, technical advice, and assistance to the Aviation Board as required.

b. Physical Resources. The APM(T&E) shall coordinate the assignment of the physical resources, other than logistic support resources, necessary to conduct the final phase of DT-III. The APM(T&E) shall assist the APM(S&E) by coordinating the scheduling of peculiar resources needed during the final phase of DT-III; for example, the use of the Air Force environmental hanger or the Navy anechoic chamber. The APM(T&E) will also coordinate the resources required by the various contractors when they are called upon to support the final phase of DT-III. Disposition of aircraft and other physical resources at the completion of the final phase of DT-III will be coordinated and executed by the APM(T&E) pursuant to Chief of Naval Operations (CNO) directives and other appropriate directives.

c. Logistic Support. The Assistant Program Manager Logistics (APML)/ System Logistic Manager (LM) shall ensure that adequate logistic support will be provided during the final phase of DT-III. The APML/LM will coordinate the disposition of support equipment and other logistic resources at the completion of the final phase of DT-III.

d. Yellow Sheet Reviews. Throughout Development Test-II, DT-III and following the final phase of DT-III, the APM(S&E) schedules reviews of the outstanding deficiencies reported against the weapon system. The purpose of these reviews is to provide opportunities to clarify, for all concerned, the proposed corrective actions and the status of all deficiencies reported by

15 Jul 1983

yellow sheets. The APM(S&E) is the designated NAVAIRSYSCOM HQ technical representative responsible for organizing the reviews and adjudicating yellow sheet reviews and shall arrange for contractor and government attendance, as appropriate.

e. Correspondence Procedures. Correspondence originated in NAVAIRSYSCOM HQ, concerning aspects of the Aviation Board independent technical assessments and/or final phase of DT-III, other than their establishment or modification, shall be addressed to the Aviation Board, Patuxent River, Maryland, and shall have the concurrence of the APM(S&E) prior to release. Copies shall be provided to:

- (1) President, Board of Inspection and Survey, Washington, D.C.
- (2) Test activities concerned with the Aviation Board's involvement.

f. Waiver/Deviation Procedures

(1) In acquisitions of off-the-shelf aircraft or follow-on acquisitions for aircraft in which significant aircraft or weapon system modifications are to be incorporated, it may be that sufficient data already exist to support a conclusion that Aviation Board involvement is either not required (waiver) or that the Board's procedures should be modified to suit the special needs of the system in question (deviation). In these instances, NAVAIRSYSCOM HQ may request a waiver of or deviation from the Aviation Board involvement. In such cases, the APM(S&E) shall initiate steps at the earliest practicable time, to seek a waiver or deviation from Aviation Board involvement. This action shall be taken when authorized by the Acquisition Manager, but only after obtaining the concurrence of AIR-01, AIR-04, AIR-05, and AIR-06.

(2) When seeking a deviation, the APM(S&E) shall prepare a letter of request for deviation to PRESINSURV, with a copy to the Aviation Board. When seeking a waiver, the letter should be addressed to CNO via PRESINSURV and the Chief of Naval Material (CHNAVMAT), with copies to NAVAIRTESTCEN and the Aviation Board. In either case, the letter shall contain the following information, as applicable:

- (a) Description of the aircraft.
- (b) Description of any differences from the basic model.
- (c) Any changes in guarantees from the basic model.
- (d) Pertinent data resulting from tests by the Navy, other services and contractors.
- (e) The number of aircraft involved.
- (f) The basis upon which NAVAIRSYSCOM HQ concludes that a waiver or deviation should be granted.

(3) Upon review of the information furnished in a deviation request, PRESINSURV will advise NAVAIRSYSCOM HQ of the nature and extent of deviation to be granted. In the case of a request for waiver, endorsements from

15 Jul 1983

PRESINSURV and CHNAVMAT will go forward to CNO who will render the final decision. If a waiver request is denied by CNO, the Aviation Board will inform NAVAIRSYSCOM HQ of the nature and extent of reports required and the number of aircraft to be provided for the final phase of DT-III. The cognizant contract administration office shall be notified of any deviations or waivers.

SAMPLE LETTER  
FOR  
ESTABLISHING AVIATION BOARD INVOLVEMENT

From: Commander, Naval Air Systems Command  
To: President, Board of Inspection and Survey

Subj: Establishment of Aviation Board involvement for the acquisition of  
model X-2A aircraft, Contract N00019-XX-C-XXXX

Ref: (a) SD-777-7 dtd 31 Dec 1980, subj: Detail Specification for Model  
X-2A Aircraft - Fiscal Year 1981 Procurement  
(b) X-2A Aircraft Test and Evaluation Master Plan No. 568 dtd 1 Jan  
1981

Encl: (1) Copy of DD Form 254 dtd 31 Dec 1980, subj: Contract Security  
Classification Specification for Contract N00019-XX-C-XXXX

1. The Board of Inspection and Survey Project No. \_\_\_\_\_ is hereby assigned for the Aviation Board, Patuxent River, Maryland, involvement for the acquisition of the model X-2A aircraft. Normal effort level is assigned to this involvement. The security classification of information pertaining to and obtained during these assessments and evaluations shall be consistent with enclosure (1).
2. Reference (a) is the applicable detail specification. AIRTASKS and work unit assignments to the Commander, Naval Air Test Center (COMNAVAIRTESTCEN) will be issued by the Commander, Naval Air Systems Command (AIR-511) when Aviation Board requirements are known.
3. All development test and evaluation reports and yellow sheets from the start of development will be made available by COMNAVAIRTESTCEN to the Aviation Board for review responsibility in making independent technical assessments.
4. Reference (b) outlines the plans for the Aviation Board's conduct of the model X-2A aircraft final phase of development test and evaluation (DT&E phase III) (DT-III).
5. The Assistant Commander for Test and Evaluation (AIR-06) will coordinate disposition of the above aircraft upon completion of the final phase of DT-III.

Copy to:  
CNO (Op-506)  
CMC (as appropriate)  
COMOPTEVFOR  
COMNAVAIRTESTCEN

Exhibit 1  
Enclosure (2)

NAVAIRINST 4355.6A  
15 Jul 1983

Exhibit 1

Blind copies to:

AIR-09E

AIR-410

AIR-411

AIR-413

AIR-500

AIR-511

AIR-514

AIR-516

AIR-530

AIR-531

AIR-536

AIR-549

AIR-543

AIR-620

PMA-

AIR-51

AIR-52

AIR-53

AIR-54

AIR-55

(Other appropriate codes)

PROCEDURES AND RESPONSIBILITIES ASSIGNED FOR PROCESSING  
YELLOW SHEET REPORTS AND AVIATION BOARD REPORTS

1. Discussion. Yellow sheet reports (formally called deficiency reports) will be used to document deficiencies discovered during development, test and evaluation (DT&E) programs under the sponsorship of the Naval Air Systems Command Headquarters (NAVAIRSYSCOM HQ). The Aviation Board monitors and reviews these reports in order to make independent technical assessments. This procedure provides continuity in deficiency reporting; a project test baseline for the transfer of test and evaluation (T&E) authority from NAVAIRSYSCOM HQ to the Aviation Board, and helps to reduce costs by eliminating duplicative testing and reporting, where possible.

2. Yellow Sheet Reports

a. The Assistant Project Manager for Systems and Engineering (APM(S&E)) shall:

(1) Provide routing as follows, upon initial receipt of yellow sheets:

(a) When the yellow sheet concerns quality assurance defects, route one copy to the Director, Engineering Support and Product Integrity Management Division (AIR-516).

(b) When the yellow sheet concerns an item of maintenance significance or imparts logistic support information, route one copy to the Assistant Project Manager for Logistics or the Logistics Manager.

(c) When the yellow sheet concerns design or engineering deficiencies, route two copies to the Assistant Commander for Systems and Engineering (AIR-05), cognizant component or equipment division and the Acquisition Manager.

(2) Coordinate all yellow sheet notification of deficiencies with the procurement contracting officer and the Acquisition Manager.

(3) Upon receipt of the contractor's reply, route at least one copy to the NAVAIRSYSCOM HQ cognizant division or branch and the Acquisition Manager.

(4) Review contractor and cognizant division or branch replies to yellow sheet reports. If future T&E on the corrective design or engineering action will require T&E resources, forward a copy of the yellow sheet report and appropriate information to the APM(T&E).

(5) Maintain records concerning the action taken in response to each yellow sheet report. (The records must be suitable for use as the basis of a NAVAIRSYSCOM HQ endorsement on the final report of the Aviation Board involvement.)

b. The Assistant Commander for Logistics/Fleet Support (AIR-04) and AIR-05 cognizant divisions shall:

Enclosure (3)

(1) Review each yellow sheet to determine whether the applicable specification violation has been cited and whether the deficiency cited requires clarification.

(2) Determine whether the contractor's recommendation for corrective action is satisfactory, from a technical viewpoint, and provide follow-up actions, such as route sheet comments to the Acquisition Manager and the APM(S&E) and, if appropriate, prepare and submit a request for an engineering change proposal and a change control board change request.

(3) Maintain records concerning the action taken by the division in response to each yellow sheet report. (The records must be suitable for use as the basis of NAVAIRSYSCOM HQ's endorsement on the final report of the Aviation Board involvement.)

c. The Test and Evaluation Projects Division (AIR-620) shall:

(1) Review each yellow sheet and replies thereto (see paragraph 2a(5) above) wherein T&E resources will be required and take the necessary action to ensure that the T&E resources are or will be available for the required T&E.

(2) Ensure that suitably configured aircraft, as determined by the APM(S&E) are available for the final phase of the DT&E phase III (DT-III).

3. Final Phase DT-III Reports

a. The APM(S&E) shall:

(1) Review all Aviation Board reports and coordinate the AIR-05 and acquisition manager actions.

(2) Forward copies of the reports to cognizant NAVAIRSYSCOM HQ divisions/branches if they were not included on the Board of Inspection and Survey distribution.

(3) Specify, by separate correspondence to the cognizant contracting administration office, the action that the Commander, Naval Air Systems Command desires the contractor or these offices to take on the reports.

(4) Prepare memoranda to the appropriate divisions, listing the deficiencies within their technical field as contained in the appendices of the Aviation Board report and provide instructions as to the requirement to provide any price change information required.

b. The AIR-04 and AIR-05 cognizant divisions shall:

(1) Reply by memoranda to the APM(S&E) within 30 days, including the following information about each of the reported deficiencies under their cognizance:

(a) A statement as to whether the deficiency has been, is being, or will be corrected.

(b) A statement as to whether the deficiency constitutes a failure to conform to contractual requirements.

(c) A statement as to whether the deficiency significantly affects accomplishment of the mission of the aircraft.

(d) For each deficiency that has been, is being, or will be corrected, forward the following:

1 A concise description of the corrective action, information as to who (the contractor or a naval activity) has made or will make the correction and how it was or will be accomplished (date, production effectiveness, and/or retrofit). Mention the NAVAIRSYSCOM HQ change order, order for correction of defect or nonconformance, or equivalent correspondence that directed the deficiency be corrected.

2 Information on whether such correction does or does not involve an increase in contract price if the correction has been, is being, or will be accomplished by the contractor during production and/or by contractor furnished retrofit kits.

(e) For each deficiency that will not be corrected, forward the following:

1 An explanation of why the deficiency will not be corrected (for example, extensive redesign or high cost) and a statement of operational or safety impacts.

2 A recommendation as to whether an equitable reduction in contract price should be negotiated for each deficiency.

c. The Systems Engineering Management Division (AIR-511) shall:

(1) Prepare NAVAIRSYSCOM HQ's endorsement within 90 days after receiving the Aviation Board report. If the 90 day requirement cannot be met, AIR-05 shall grant an extension in writing notifying the Chief at Naval Material, the Chief of Naval Operations, the President, Board of Inspection and Survey and the Secretary of the Navy of the approximate endorsement date. The endorsement shall be prepared as follows:

(a) The first page or pages of the endorsement (see exhibit 1) shall contain general introductory statements and statements about deficiencies that will not be corrected. These deficiencies will affect accomplishment of the aircraft mission and/or are defects in material or workmanship, or other failures to conform to contractual requirements.

(b) The first enclosure of the endorsement shall contain, for each deficiency, the information required by paragraph 3b above. The numbering of the deficiencies shall be the same as their numbering in the appendices of the Aviation Board report.

(c) The second enclosure of the endorsement shall list the deficiencies that are defects in material or quality assurance or other failures to conform to contractual requirements for which equitable reductions



NAVAIRINST 4355.6A

15 Jul 1983

in contract price or other equitable consideration will be negotiated instead of requiring correction.

(d) Either a typed, double-spaced, preliminary draft or the final draft of the endorsement shall be submitted to the Aircraft Weapon Systems Contracts Division (AIR-214) and Counsel (AIR-00C) for review.

d. The Legislative and Public Affairs Office (AIR-07D) shall maintain permanent files of the Aviation Board reports received by NAVAIRSYSCOM HQ.

SAMPLE FIRST PAGE(S) OF ENDORSEMENT ON THE AVIATION BOARD  
REPORT

SECOND ENDORSEMENT on Aviation Board, Patuxent River ltr ser XXX of (date)

From: Commander, Naval Air Systems Command

To: Secretary of the Navy

Via: (1) Chief of Naval Material  
(2) Chief of Naval OperationsSubj: Report of the Aviation Board involvement on the acquisition of the  
model X-2A aircraft, BIS XXXXEncl: (1) Summary Report of X-2A Aircraft Deficiencies Found During Board of  
Inspection and Survey Involvement  
(2) X-2A Aircraft Deficiencies that NAVAIRSYSCOM HQ Considers Defects  
in Material or Workmanship or Other Failures to Conform to  
Contractual Requirements for which NAVAIRSYSCOM HQ will Negotiate  
an Equitable Reduction in Contract Price Instead of Requiring  
Correction

1. Forwarded.

2. Enclosure (1) describes the action that has been effected or is planned regarding the deficiencies reported by the appendices of the basic letter. As indicated in enclosure (1), all deficiencies that would significantly affect accomplishment of the mission of the aircraft have been or are being corrected.\* Deficiencies that do not significantly affect mission accomplishment have been or will be corrected, if practical.

3. The Commander, Naval Air Systems Command considers that the deficiencies listed in enclosure (2) are defects in material or workmanship or other failures to conform to contractual requirements. For the reasons stated in enclosure (1), these deficiencies will not be corrected and the Contracting Officer, Naval Air Systems Command, will, pursuant to the terms and conditions of the contracts involved, negotiate an equitable reduction in contract price (fee in the case of any cost reimbursement contract providing for payment of fee).

4. Final acceptance of the model X-2A aircraft under Contract N00019-XX-C-XXXX will be accomplished based upon the above considerations and negotiations.

\*If any deficiencies that significantly affect accomplishment of the mission of the aircraft will not be corrected, the following sentence should be used in paragraph 2 above:

"Except as otherwise stated and discussed in enclosure (1), all deficiencies that would significantly affect accomplishment of the mission of the aircraft have been or are being corrected."

Copy to:  
(See next page)Exhibit 1  
Enclosure (3)

NAVAIRINST 4355.6A  
15 Jul 1983

Exhibit 1

Copy to: (as appropriate)

SECNAV

CNO

CMC

CHNAVMAT

PRESINSURV

COMOPTEVFOR

COMPACMISTESTCEN

CO NAVPRO \_\_\_\_\_

COMNAVAIRLANT

COMNAVAIRPAC

CO NAVAIRENGCEN

COMNAVSAFECEN

CNATRA

CNAVRES

COMNAVAIRDEVCCEN

CO NAVAVIONICCEN